



**CHARLES D. BAKER**  
GOVERNOR

**KARYN E. POLITO**  
LIEUTENANT GOVERNOR

**MIKE KENNEALY**  
SECRETARY OF HOUSING AND  
ECONOMIC DEVELOPMENT

**Commonwealth of Massachusetts**  
**Division of Professional Licensure**

1000 Washington Street, Suite 710  
Boston, Massachusetts 02118

**EDWARD A. PALLESCHI**  
UNDERSECRETARY OF CONSUMER  
AFFAIRS AND BUSINESS  
REGULATION

**LAYLA R. D'EMILIA**  
COMMISSIONER, DIVISION OF  
PROFESSIONAL LICENSURE

TO: School Owners and Representatives,  
FROM: Layla R. D'Emilia, Commissioner, Division of Professional Licensure  
DATE: April 1, 2020  
RE: UPDATE: Guidance regarding Continued Operations related to COVID-19

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Governor Baker has extended the non-essential business order in his COVID-19 Order No. 13. Therefore, all schools licensed by the Division of Professional Licensure (DPL) that are not considered essential services shall continue to close their physical locations to all employees, students, and the public until Monday May 4<sup>th</sup>. Schools that offer online-only training may continue to do so as long as students are not physically present at the school's location and have to adhere to the less than ten person gathering rule. The Office of Private Occupational School Education (Office) and the Board of Cosmetology and Barbering have both been working with its licensed schools to transition to online-only training, where possible. Both the Office and the Board of Cosmetology and Barbering encourages schools to review their most recent guidance regarding approval for those seeking to switch from classroom-based instruction to online-only training. However, for those schools that cannot offer online-only training, the school will need to notify its students immediately that in-person instruction must be suspended for the duration of Governor Baker's COVID-19 Order No. 13. DPL understands that this will likely cause disruption to both schools and students. We will work with both groups to help minimize disruption, to answer questions, and to provide further guidance as the situation unfolds. Thank you for your cooperation.

If there are questions regarding this email, or how to seek approval for online-only training, then please see below for contact information:

- For schools licensed by the Board of Cosmetology and Barbering, please contact Executive Director Rich Lawless at 617-701-8676.
- For schools licensed by the Office of Private Occupational School Education, please contact Executive Director Matt Keigan at 617-826-5234.
- For schools licensed by the Board of Real Estate Brokers and Salespersons, please contact Executive Director Shawn Murphy at 617-701-8641

